CPEA ONLINE REGISTRATION

Administrator's User Guide

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1.0 Logging on as Administrator

The administrator of the **CPEA Online Registration System** has certain rights and privileges. The assigned Administrator can create new users, edit existing users and set up registration fees. The new administrator will be issued with *a **User Id*** and a ***Password*** from the Local Registrar within the territory.

To access the application, log on to the internet and type www.cxc.org/CPEA
You will be presented with the **Login** screen as shown in ***Figure 1*** below.

Figure 1: Login Screen

1. Enter the **User Id.**
2. Enter the assigned **Password.**
3. Select the **Period** for which the registrations are being entered.
4. Click the Login button to logon to the application.
5. At any time if there is a need to change your password, select Change Password button.

After completing the login process, the **MAIN MENU** window is shown in ***Figure 2*** below.

Figure 2: The Main Menu Window

2.0 Main Menu

The main menu consist of two options, these are:

2.1 User Maintenance: Provides access to the **Add User** and **Edit User** options.

2.2 Logout: Select this option to exit the application.

2.1 User Maintenance

2.1.1 Add User

The **Add User option** is used to create new user(s) and issue password(s) to those persons who will be required to use the application.

Figure 3: Selection of Add User Option

As shown in ***Figure 3*** above, on selecting the **User Maintenance** menu you will be presented with two options: **Add User** and **Edit User**.

On selection of the **Add User** Option, the screen displayed in ***Figure 4*** below is shown.

Figure 4: Add New User Window

1. Enter the user's **First Name.**
2. Enter the user's **Last Name.**
3. Enter the user's **Email** address (if known).
4. Enter the user's C**ell phone** number .
5. Select the Add User button.

You will be prompted that the user has been added successfully. Select **OK** as shown in ***Figure 5*** below.

Figure 5: New User Added Successfully

On selecting **OK** a screen is shown populated with a listing of centres as shown in ***Figure 6*** below.

NB: The listing of centres shown will depend on what has been assigned by the CXC's Administrator.

Figure 6: Selection of Centre Code Window

1. Select the centre that the user will be assigned to by clicking on the check box ☐.

   As shown in **Figure 7** below:

2. Type the **Password** in the password field.
   NB: Passwords should be at least 8 characters in length including 1 upper, 1 lower, 1 digit & 1 special character. Example: JohnDA3$

3. Re-type the password for confirmation.

4. Select the **Group** that the user will be assigned to by clicking on the drop down box.

   NB: The groups are as follows:

Super User	Can register a candidate as well as enter assessment data and forward information to Ministry.
Additions	Can add candidates only.
Teacher	Can enter assessment data only.
Admin	• Can add, edit and delete users as well as assign passwords. • Assign teachers to candidates.

5. If the user is a **Teacher**, select the ☐ check box.

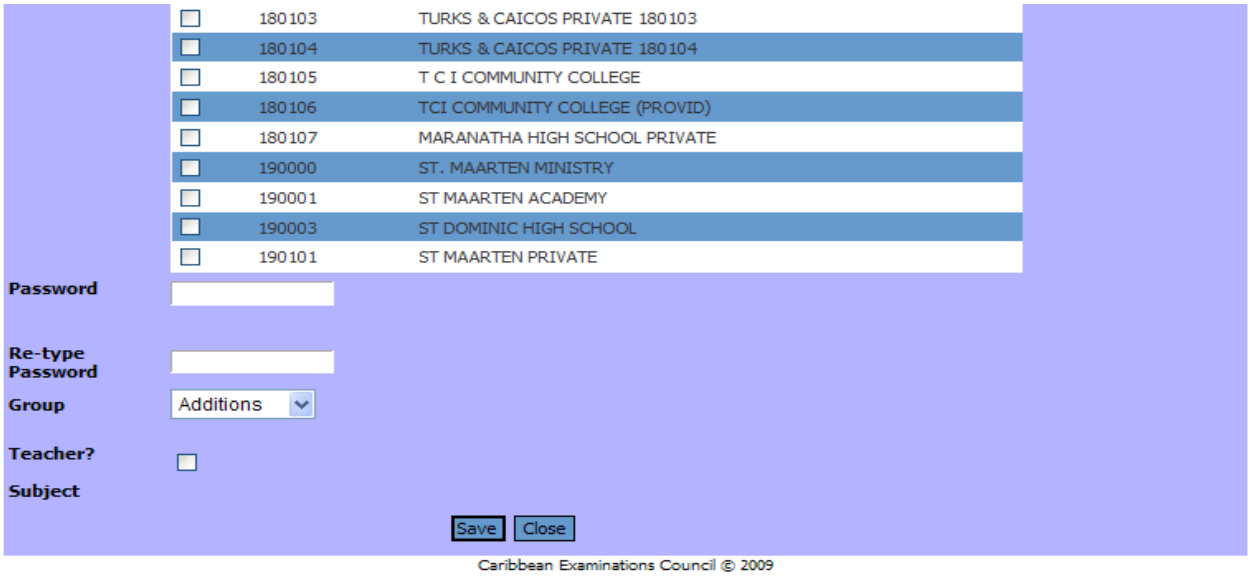


Figure 7: Assigning a User to a Group

6. To save the record, select the Save button.

7. Select Close to close the window and return to the Main Menu.

The following window is shown:

Figure 8: Saving the user details

8. Select **OK** when prompted to save the user details.

9. Select Close to close the screen.

The following screen is shown with a listing of all users that have been previously created.

2.1.2 Edit User

Figure 9: Listing of Users

1. Select the User by clicking the check box ☑ in the select column.
2. Click the edit button.

The screen is ***Figure 10*** is shown:

Figure 10: Edit a User

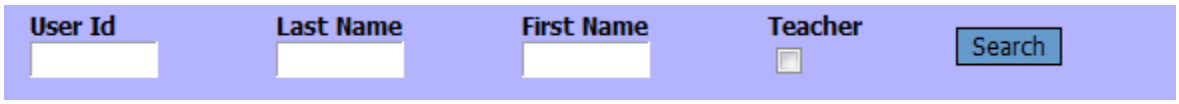
3. The Administrator can change the **First Name**, **Last Name** or select another centre for the User.

4. Select Update button to save the changes.

5. Select Close to close the screen.

2.1.3 Searching For a Candidate

The administrator can search by **User Id**, **Last Name** or **First Name** by typing in the appropriate field. Select **Search** by clicking on the button.



*For example: Results on a Search on **Last Name** Timberlake and **First Name** Justin is shown in **Figure 10** below.*

Figure 11: Search for a Specific User

The administrator can now edit this profile.

Reset Password - Select this option to reset the user's password.

Edit - Select this option to update the user's record.

Disable/Enable - Select this option to activate or deactivate a user's record.

Group - Select this option to assign users to a group.

Subjects - This option shows the components for CPEA.

Close - Select this option to close the screen.

3.0 Reset Password

On selection of the **Reset Password** button the following screen is shown:

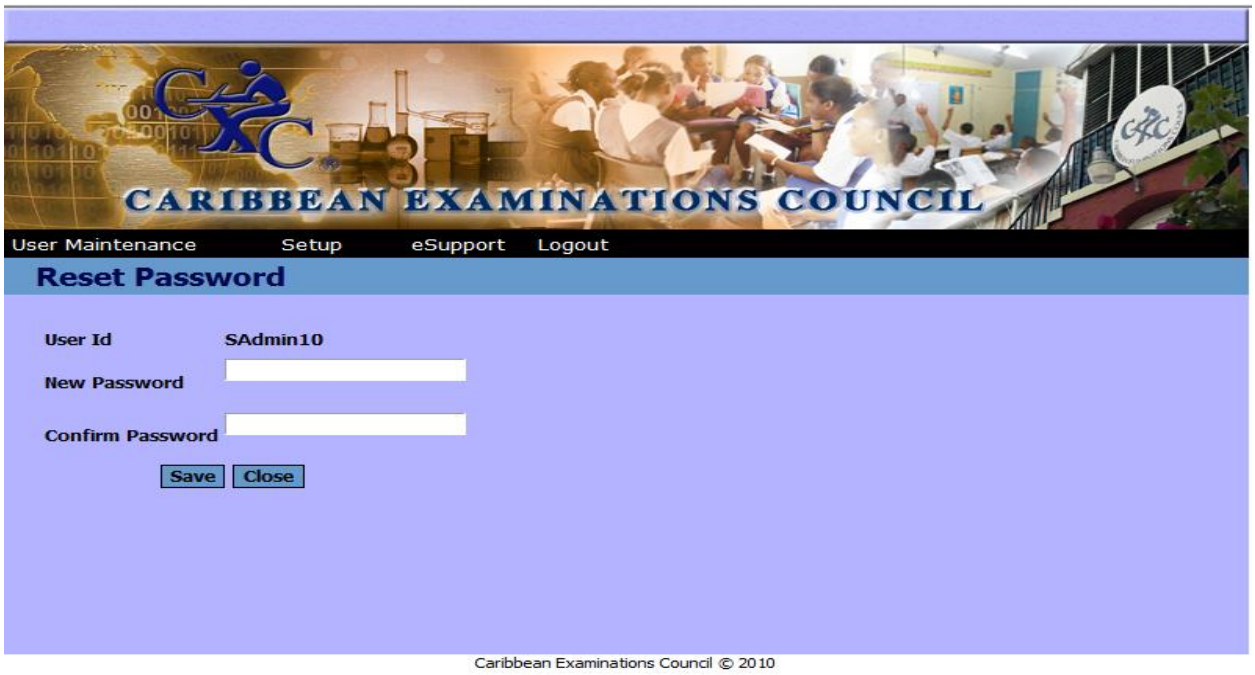


Figure 12: Reset Password

1. Type a **New Password**.
2. Confirm the Password by re-typing the same password.
3. Select Save to save the amended password.
4. Select Close to return to the main menu.

4.0 Disable/Enable User Account

1. Select the User.
2. Select the Disable/Enable button.
3. At the prompt as shown in ***Figure 13***, select OK.

4. To enable the account restart at number 2 above.

Figure 13: Enable/Disable User Account

5.0 Group

On selection of the Group button the screen in ***Figure 14*** is shown:

Figure 14: Selecting a User Group

1. Click on the drop down button to select a group from the list.
2. Select Save to save the amended group.
3. Select Close to close the window.

6.0 Logout

Select **Logout** to close the application.